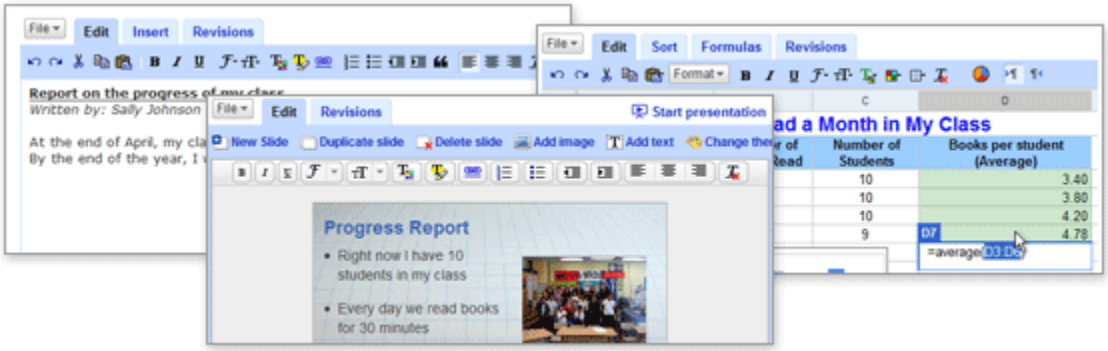
Sharing the Work through Google Docs



What are Google Docs?
At http://docs.google.com users can create documents, spreadsheets and presentations (think the parallel to Word, Excel, and PowerPoint) entirely online.

What is so unique about Google Docs?

- It is free
- It automatically saves the file as you are working on it
- You can share and collaborate with others in real time
- It is possible to export the file to other file formats
- No transferring to memory sticks, hard drives, and wondering if you are working on the most recent version
- Multiple users can edit or view
- Can be accessed from any computer that has internet access
- There is a discussion applet so if multiple users are editing, you could chat with each other while editing
- You can upload existing files to Google Docs
- You can see revisions or earlier versions of the document (and can revert to an earlier version if you wish)

What's the downside?

- You can't have too many people editing the documents at the same time
- You can't easily discern who made what edit (unless you color code it, or indicate with text somehow)
- No internet, no Google Docs
- Not as fully featured as the Microsoft Suite or Open Office.

How can I find out more?

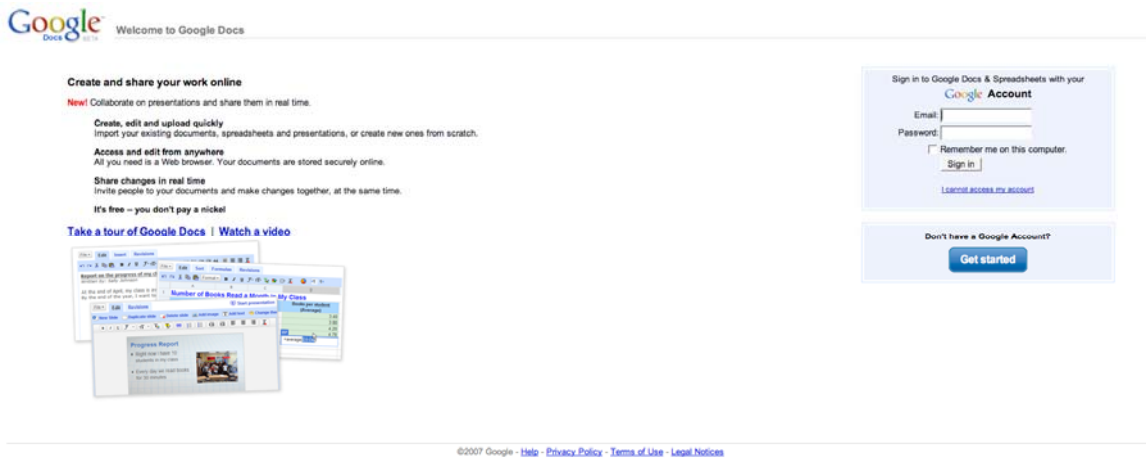
- Take the tour at http://www.google.com/google-d-s/tour1.html
- CommonCraft video at http://blip.tv/file/get/Commoncraft-GoogleDocsInPlainEnglish460.flv

Teacher Crib Sheet for Docs

The best way to introduce students to Google Docs is at the beginning of the semester or beginning of a quarter since they are more willing to try new things. Be sure to tell students that Docs does not have all the features of Microsoft Word, but the main advantages are: they can share their work easily, they can access it from any computer that has Internet access, and they won't lose work because it saves automatically. The most exciting feature of Docs is that students can collaborate on a variety of assignments easily, making for enthusiastic students and improved writing.

To set up an account, go to **docs.google.com**. Instructions for setting it up are on the site. Students can either set up a Gmail email account <u>or</u> create a Google Account with their existing email address. For a Google Account, they just enter their present email address and select a password. It simply lets them take advantage of all the free Google services.

1. Set up Google Account for your students. [If you prefer, you can also set up a Gmail account at gmail.com. That also provides access to Docs.]

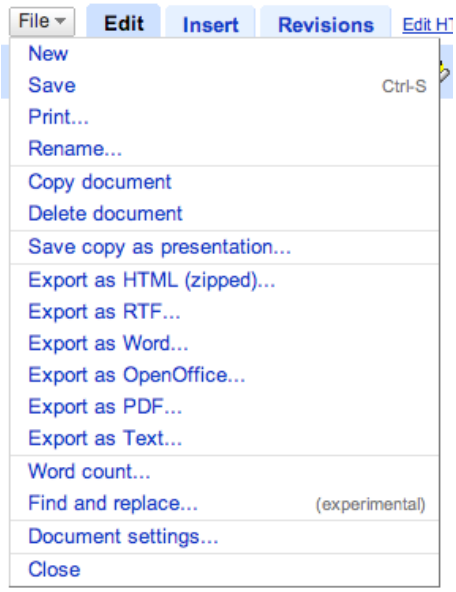


2. Begin using Google Docs by simply typing "Docs" into your web browser or go to **docs.google.com**.

3. Sign into Google Docs with your Gmail login name or Google Account username and password.

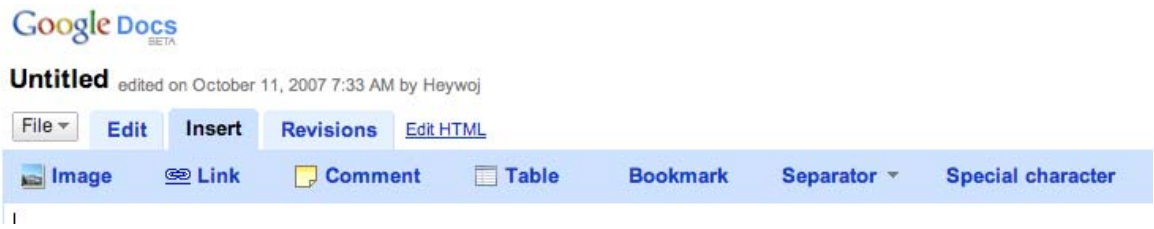
4. Let students type something on the blank page. The program saves automatically, but there are also **Save** buttons in the upper right hand corner.
5. There is a **Print** button in the upper right hand corner, above the blue bar. Students must print using this button or the document will only print page one.

6. Next, introduce students to the **File** menu:



- To change the spacing or the font on an essay, students should click on document settings (bottom of File menu).
- They can also access Document Settings from the Styles section on the menu bar.
- Students may save the document as a Word document or in any number of formats.
- Word count is also available here.

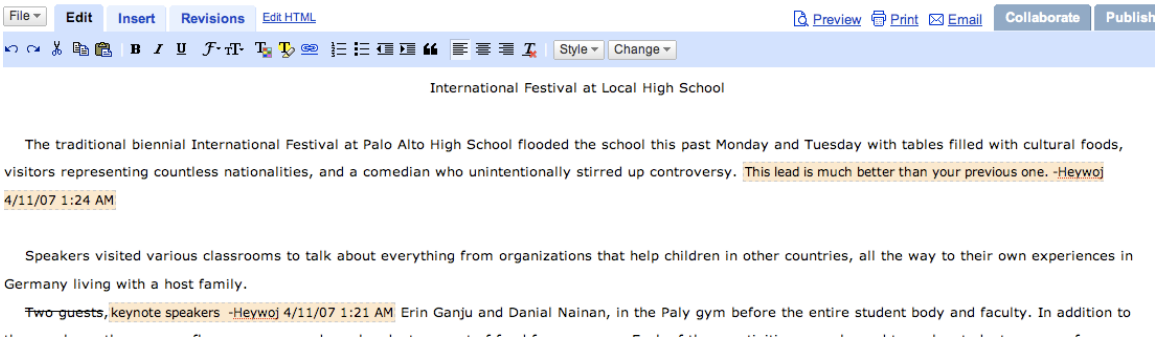
7. Next, introduce students to the **Insert Menu**.



Note that students can insert an image, a link, a comment, a table, a bookmark, a separator, and a special character into their working document. The most commonly used elements are the comment, the image and the link.

8. Show students how to use the **Comment** feature of Google Docs. Place your cursor next to the area on which you would like to comment. Then, select "Insert Comment," and a highlighted line will appear. You can have as many comments as you like. You can also discard comments, add to them, and change their color by right-clicking on them.

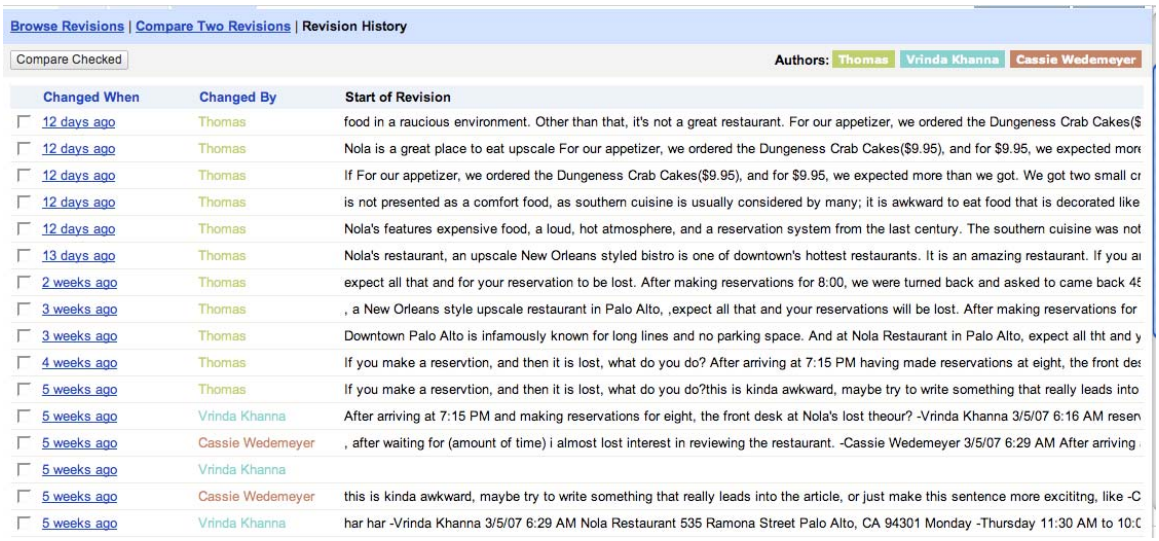
When you or your students make comments on an assignment, it will look like this:



Students can insert comments next to the sentence that they want to discuss or at the end of the essay. There is no limit to the number of comments. One of the advantages of using comments as opposed to just editing right in the text of the essay is that teachers and students can see who is contributing and when they contribute; a time and date stamp as well as the commenter's name will show up next to each comment

If students prefer to revise the essay itself and write directly on it, then teachers and writers can see their edits by going to the **revision history** and also **comparing revisions**.

8. A complete revision history of your students' work is available by first clicking on **Revisions**, then going to **revision history.**



Browse Revisions | Compare Two Revisions | Revision History

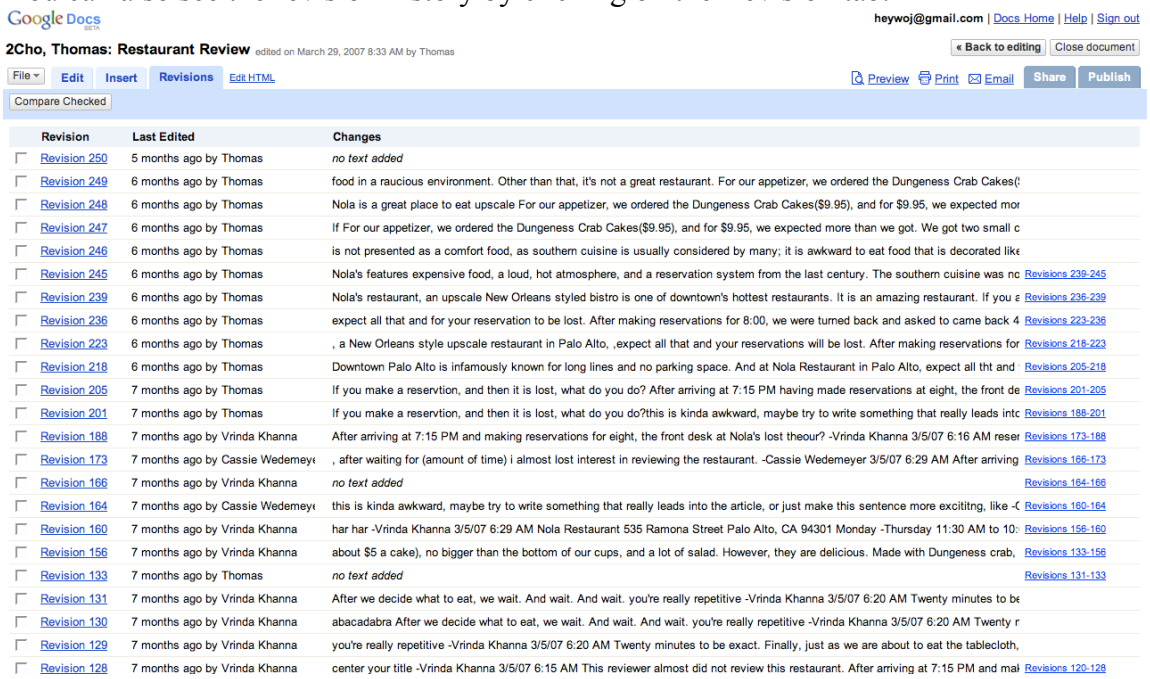
Compare Checked

Authors: Thomas Vrinda Khanna Cassie Wedemeyer

Changed When	Changed By	Start of Revision
12 days ago	Thomas	food in a raucious environment. Other than that, it's not a great restaurant. For our appetizer, we ordered the Dungeness Crab Cakes($
12 days ago	Thomas	Nola is a great place to eat upscale For our appetizer, we ordered the Dungeness Crab Cakes($9.95), and for $9.95, we expected more
12 days ago	Thomas	If For our appetizer, we ordered the Dungeness Crab Cakes($9.95), and for $9.95, we expected more than we got. We got two small cr
12 days ago	Thomas	is not presented as a comfort food, as southern cuisine is usually considered by many; it is awkward to eat food that is decorated like
12 days ago	Thomas	Nola's features expensive food, a loud, hot atmosphere, and a reservation system from the last century. The southern cuisine was not
13 days ago	Thomas	Nola's restaurant, an upscale New Orleans styled bistro is one of downtown's hottest restaurants. It is an amazing restaurant. If you ar
2 weeks ago	Thomas	expect all that and for your reservation to be lost. After making reservations for 8:00, we were turned back and asked to came back 45
3 weeks ago	Thomas	, a New Orleans style upscale restaurant in Palo Alto, ,expect all that and your reservations will be lost. After making reservations for
3 weeks ago	Thomas	Downtown Palo Alto is infamously known for long lines and no parking space. And at Nola Restaurant in Palo Alto, expect all tht and y
4 weeks ago	Thomas	If you make a reservtion, and then it is lost, what do you do? After arriving at 7:15 PM having made reservations at eight, the front des
5 weeks ago	Thomas	If you make a reservtion, and then it is lost, what do you do?this is kinda awkward, maybe try to write something that really leads into
5 weeks ago	Vrinda Khanna	After arriving at 7:15 PM and making reservations for eight, the front desk at Nola's lost theour? -Vrinda Khanna 3/5/07 6:16 AM resen
5 weeks ago	Cassie Wedemeyer	, after waiting for (amount of time) i almost lost interest in reviewing the restaurant. -Cassie Wedemeyer 3/5/07 6:29 AM After arriving
5 weeks ago	Vrinda Khanna	
5 weeks ago	Cassie Wedemeyer	this is kinda awkward, maybe try to write something that really leads into the article, or just make this sentence more excititng, like -C
5 weeks ago	Vrinda Khanna	har har -Vrinda Khanna 3/5/07 6:29 AM Nola Restaurant 535 Ramona Street Palo Alto, CA 94301 Monday -Thursday 11:30 AM to 10:0

You can see the beginning of each edit that the student made and if you click on **Changed When,** it will bring up the document with the change.

You can also see the revision history by clicking on the Revision tab.



Google Docs BETA

heywoj@gmail.com | Docs Home | Help | Sign out

2Cho, Thomas: Restaurant Review edited on March 29, 2007 8:33 AM by Thomas

« Back to editing | Close document

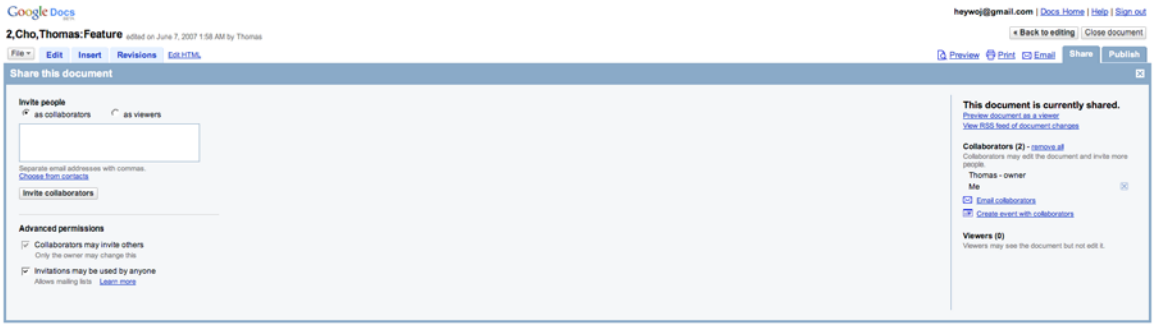
File | Edit | Insert | Revisions | Edit HTML

Preview | Print | Email | Share | Publish

Compare Checked

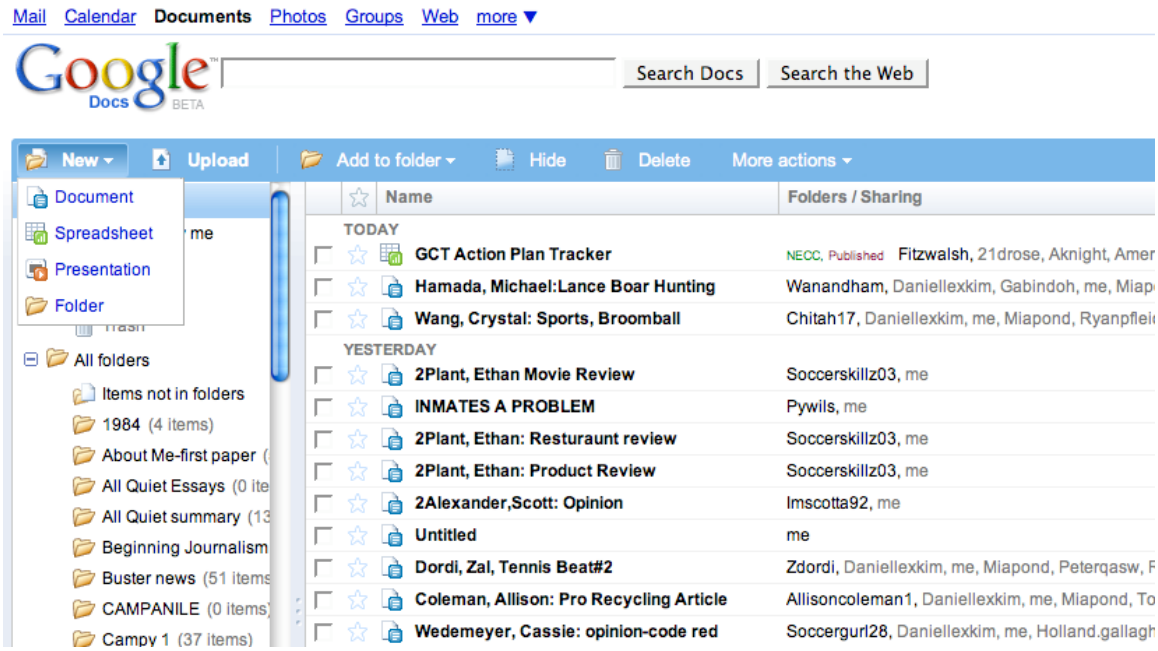
Revision	Last Edited	Changes	
Revision 250	5 months ago by Thomas	*no text added*	
Revision 249	6 months ago by Thomas	food in a raucious environment. Other than that, it's not a great restaurant. For our appetizer, we ordered the Dungeness Crab Cakes(!	
Revision 248	6 months ago by Thomas	Nola is a great place to eat upscale For our appetizer, we ordered the Dungeness Crab Cakes($9.95), and for $9.95, we expected mor	
Revision 247	6 months ago by Thomas	If For our appetizer, we ordered the Dungeness Crab Cakes($9.95), and for $9.95, we expected more than we got. We got two small c	
Revision 246	6 months ago by Thomas	is not presented as a comfort food, as southern cuisine is usually considered by many; it is awkward to eat food that is decorated like	
Revision 245	6 months ago by Thomas	Nola's features expensive food, a loud, hot atmosphere, and a reservation system from the last century. The southern cuisine was no	Revisions 239-245
Revision 239	6 months ago by Thomas	Nola's restaurant, an upscale New Orleans styled bistro is one of downtown's hottest restaurants. It is an amazing restaurant. If you a	Revisions 236-239
Revision 236	6 months ago by Thomas	expect all that and for your reservation to be lost. After making reservations for 8:00, we were turned back and asked to came back 4	Revisions 223-236
Revision 223	6 months ago by Thomas	, a New Orleans style upscale restaurant in Palo Alto, ,expect all that and your reservations will be lost. After making reservations for	Revisions 218-223
Revision 218	6 months ago by Thomas	Downtown Palo Alto is infamously known for long lines and no parking space. And at Nola Restaurant in Palo Alto, expect all tht and	Revisions 205-218
Revision 205	7 months ago by Thomas	If you make a reservtion, and then it is lost, what do you do? After arriving at 7:15 PM having made reservations at eight, the front de	Revisions 201-205
Revision 201	7 months ago by Thomas	If you make a reservtion, and then it is lost, what do you do?this is kinda awkward, maybe try to write something that really leads into	Revisions 188-201
Revision 188	7 months ago by Vrinda Khanna	After arriving at 7:15 PM and making reservations for eight, the front desk at Nola's lost theour? -Vrinda Khanna 3/5/07 6:16 AM reser	Revisions 173-188
Revision 173	7 months ago by Cassie Wedemeye	, after waiting for (amount of time) i almost lost interest in reviewing the restaurant. -Cassie Wedemeyer 3/5/07 6:29 AM After arriving	Revisions 166-173
Revision 166	7 months ago by Vrinda Khanna	*no text added*	Revisions 164-166
Revision 164	7 months ago by Cassie Wedemeye	this is kinda awkward, maybe try to write something that really leads into the article, or just make this sentence more excititng, like -C	Revisions 160-164
Revision 160	7 months ago by Vrinda Khanna	har har -Vrinda Khanna 3/5/07 6:29 AM Nola Restaurant 535 Ramona Street Palo Alto, CA 94301 Monday -Thursday 11:30 AM to 10:	Revisions 156-160
Revision 156	7 months ago by Vrinda Khanna	about $5 a cake), no bigger than the bottom of our cups, and a lot of salad. However, they are delicious. Made with Dungeness crab,	Revisions 133-156
Revision 133	7 months ago by Thomas	*no text added*	Revisions 131-133
Revision 131	7 months ago by Vrinda Khanna	After we decide what to eat, we wait. And wait. And wait. you're really repetitive -Vrinda Khanna 3/5/07 6:20 AM Twenty minutes to be	
Revision 130	7 months ago by Vrinda Khanna	abacadabra After we decide what to eat, we wait. And wait. And wait. you're really repetitive -Vrinda Khanna 3/5/07 6:20 AM Twenty r	
Revision 129	7 months ago by Vrinda Khanna	you're really repetitive -Vrinda Khanna 3/5/07 6:20 AM Twenty minutes to be exact. Finally, just as we are about to eat the tablecloth,	
Revision 128	7 months ago by Vrinda Khanna	center your title -Vrinda Khanna 3/5/07 6:15 AM This reviewer almost did not review this restaurant. After arriving at 7:15 PM and mak	Revisions 120-128

9. The most exciting feature of Docs is how easy it becomes to share work and collaborate on assignments. By clicking on the **Share** tab, you will get a dialogue box that looks like this. ***Make sure your students put you down as a collaborator <u>on every assignment</u> so that you can access all their documents***.



If you want to allow collaborators to add comments and text, then invite them as **collaborators**. If you want to just allow them to view, then click on **viewers**. Students can also post to a **Blog** or generate a public link to their document that they can add to a web page simply by clicking on **Publish.**

10. The best way to organize assignments is to create a folder for each assignment. Simply click on the "New" option in the upper navbar and select Folder.



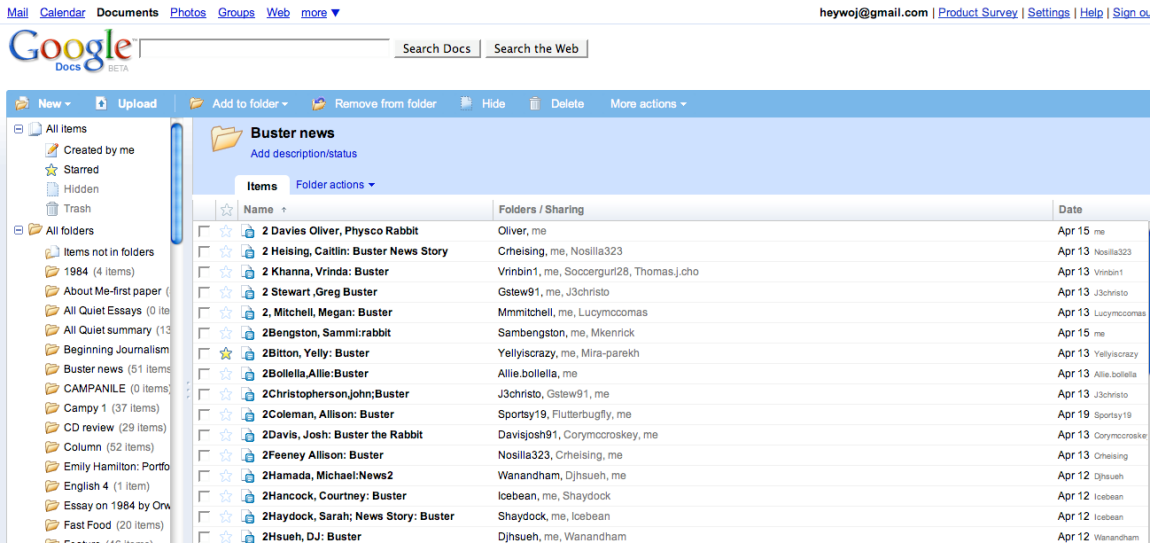
Have students name their work as follows:

- period, last name, first name: assignment

It looks like this: 2Brown,Betty: Old Man & the Sea

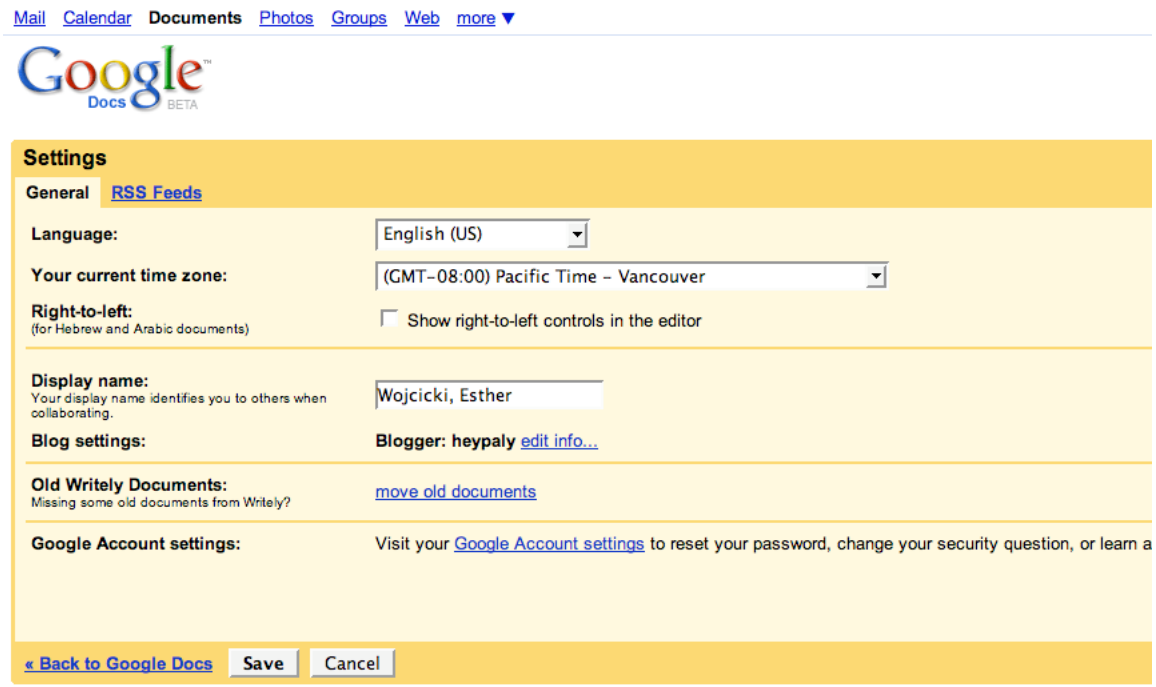
When each student's assignment appears in your inbox, check the box of that assignment and add it to the designated folder. If you want to keep your inbox neat and tidy, you can then click on "Hide."

Next, open the folder and click on "Name" and all the assignments will appear according to class period in alphabetical order. To figure out who is missing an assignment, the teacher needs to compare it with the class list.



Students should also change their display names by clicking on the settings link at the tip right. We recommend they change their names as follows:

- last name, first name.



The advantage of this naming system is that when the paper is printed, the name, class period and assignment appear at the top and you will never need to wonder which paper belongs to which period.

You can also use the document search to find assignments quickly. As you type a word in the search field, a drop-down shows documents with that word in the title. You can also then click the Search Docs button, and the search results will bring up all the documents with that text (note: full-text search works only on documents and presentations – not yet on spreadsheets).

Main advantages of Docs for teachers:

If you are out of class, you can check student work easily from any computer with Internet access. Teachers can also monitor student work as it is happening in class and work with students who are having major problems.

- Cuts the work load if students can easily peer edit.
- Improves student writing since students are not only writing, but also thinking about how to improve a buddy's essay.
- Dramatically improves students' attitudes toward writing and revision. They think of it is as exciting and fun.

We want to hear from you!

We are constantly listening to our users' feedback and making improvements to Google Docs, accordingly. Best of all, you won't have to download anything in order to get the latest product improvements – they'll just be there when you log into the site. We care very much about making Google Docs work well for teachers and students, so please take the time to give us your feedback on our user forum at http://groups.google.com/group/GoogleDocsSpreadsheets

Collaborative Revision with Google Docs

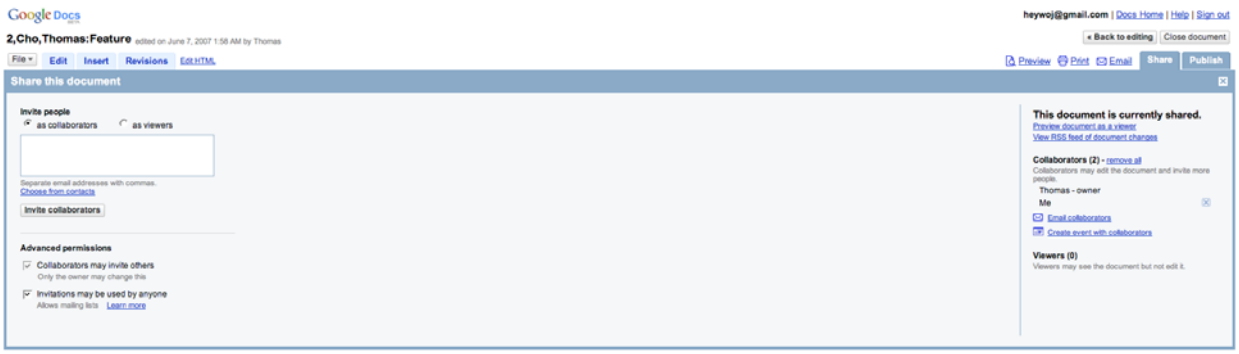
One of the best features of Google Docs is the **collaboration feature**. Students can use this feature to edit each other's writing and engage in the peer review process.

Some ideas for using the collaboration feature include the following:

- Collaborative book reports
- Peer editing
- Collaborative creative writing

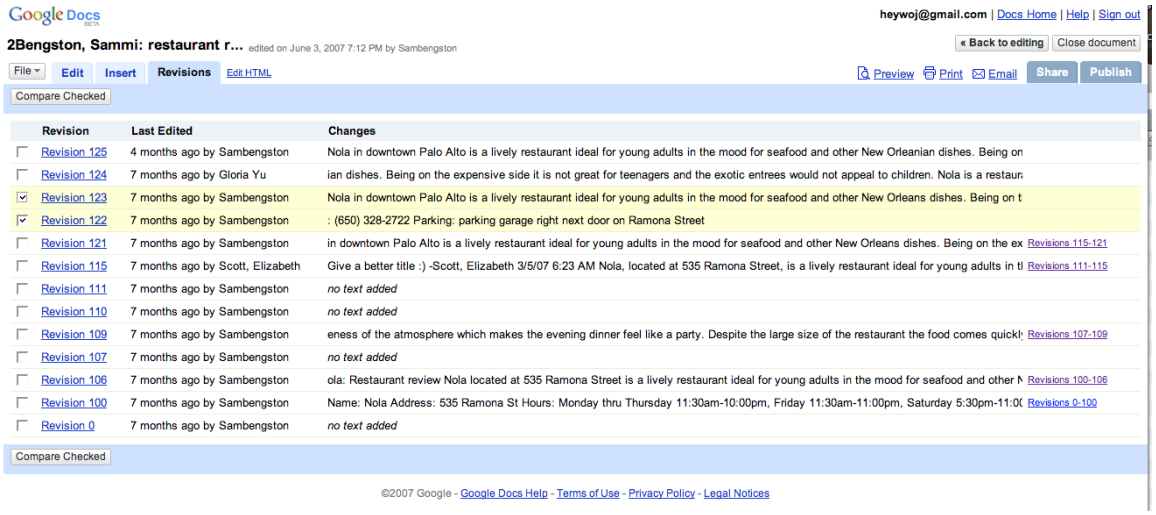
Teachers can use the collaboration feature to monitor students' progress. This tool facilitates teacher comments on student essays. No more waiting until students turn in their essay. Check essays online and even make suggestions for revisions to drive successful, proofread projects from early on. When students finally print out their work, they will have been proofed.

1. Once in Google Docs, select the **Share** tab in the upper right hand corner. Students can invite their writing buddy or buddies to be collaborators, by simply entering their email addresses and clicking "Invite Collaborators." Make sure they also invite you, the teacher, so that you can monitor their progress and provide feedback along the way.



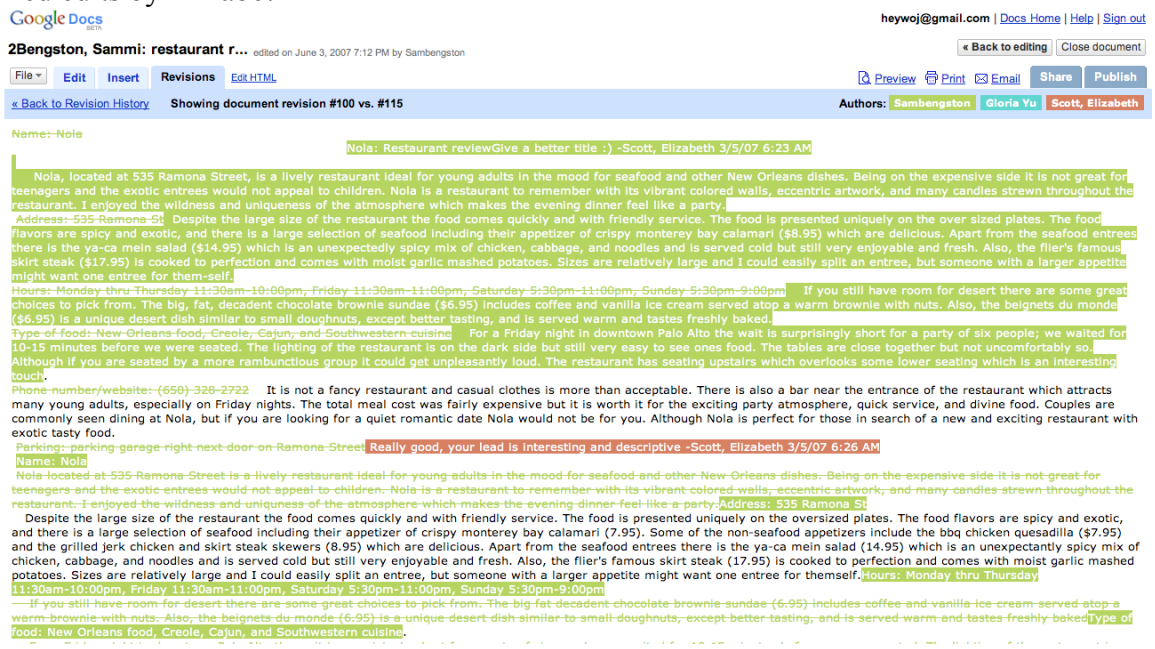
2. After students are entered as collaborators and after they collaborate, the following screen will be visible. Notice that each collaborator will have a different color to distinguish what they contributed to the document.

As your students revise a document, the revision screen will show who worked on the document and when they worked on it. When two students edit an essay, you can easily see who did what by comparing two revisions or browsing through the revisions.



In the example below, the work done by Sambengston is in green and the work done by Elizabeth is in red. Both colors correspond to the student's name

Red edits by Elizabeth



Google Docs BETA

heywoj@gmail.com | Docs Home | Help | Sign out

2Bengston, Sammi: restaurant r... edited on June 3, 2007 7:12 PM by Sambengston

« Back to editing | Close document

File | Edit | Insert | Revisions | Edit HTML

Preview | Print | Email | Share | Publish

« Back to Revision History | Showing document revision #100 vs. #115

Authors: Sambengston | Gloria Yu | Scott, Elizabeth

~~Name: Nola~~

Nola: Restaurant reviewGive a better title :) -Scott, Elizabeth 3/5/07 6:23 AM

Nola, located at 535 Ramona Street, is a lively restaurant ideal for young adults in the mood for seafood and other New Orleans dishes. Being on the expensive side it is not great for teenagers and the exotic entrees would not appeal to children. Nola is a restaurant to remember with its vibrant colored walls, eccentric artwork, and many candles strewn throughout the restaurant. I enjoyed the wildness and uniqueness of the atmosphere which makes the evening dinner feel like a party.

~~Address: 535 Ramona St~~ Despite the large size of the restaurant the food comes quickly and with friendly service. The food is presented uniquely on the over sized plates. The food flavors are spicy and exotic, and there is a large selection of seafood including their appetizer of crispy monterey bay calamari ($8.95) which are delicious. Apart from the seafood entrees there is the ya-ca mein salad ($14.95) which is an unexpectedly spicy mix of chicken, cabbage, and noodles and is served cold but still very enjoyable and fresh. Also, the flier's famous skirt steak ($17.95) is cooked to perfection and comes with moist garlic mashed potatoes. Sizes are relatively large and I could easily split an entree, but someone with a larger appetite might want one entree for them-self.

~~Hours: Monday thru Thursday 11:30am-10:00pm, Friday 11:30am-11:00pm, Saturday 5:30pm-11:00pm, Sunday 5:30pm-9:00pm~~ If you still have room for desert there are some great choices to pick from. The big, fat, decadent chocolate brownie sundae ($6.95) includes coffee and vanilla ice cream served atop a warm brownie with nuts. Also, the beignets du monde ($6.95) is a unique desert dish similar to small doughnuts, except better tasting, and is served warm and tastes freshly baked.

~~Type of food: New Orleans food, Creole, Cajun, and Southwestern cuisine~~ For a Friday night in downtown Palo Alto the wait is surprisingly short for a party of six people; we waited for 10-15 minutes before we were seated. The lighting of the restaurant is on the dark side but still very easy to see ones food. The tables are close together but not uncomfortably so. Although if you are seated by a more rambunctious group it could get unpleasantly loud. The restaurant has seating upstairs which overlooks some lower seating which is an interesting touch.

~~Phone number/website: (650) 328-2722~~ It is not a fancy restaurant and casual clothes is more than acceptable. There is also a bar near the entrance of the restaurant which attracts many young adults, especially on Friday nights. The total meal cost was fairly expensive but it is worth it for the exciting party atmosphere, quick service, and divine food. Couples are commonly seen dining at Nola, but if you are looking for a quiet romantic date Nola would not be for you. Although Nola is perfect for those in search of a new and exciting restaurant with exotic tasty food.

~~Parking: parking garage right next door on Ramona Street~~ Really good, your lead is interesting and descriptive -Scott, Elizabeth 3/5/07 6:26 AM

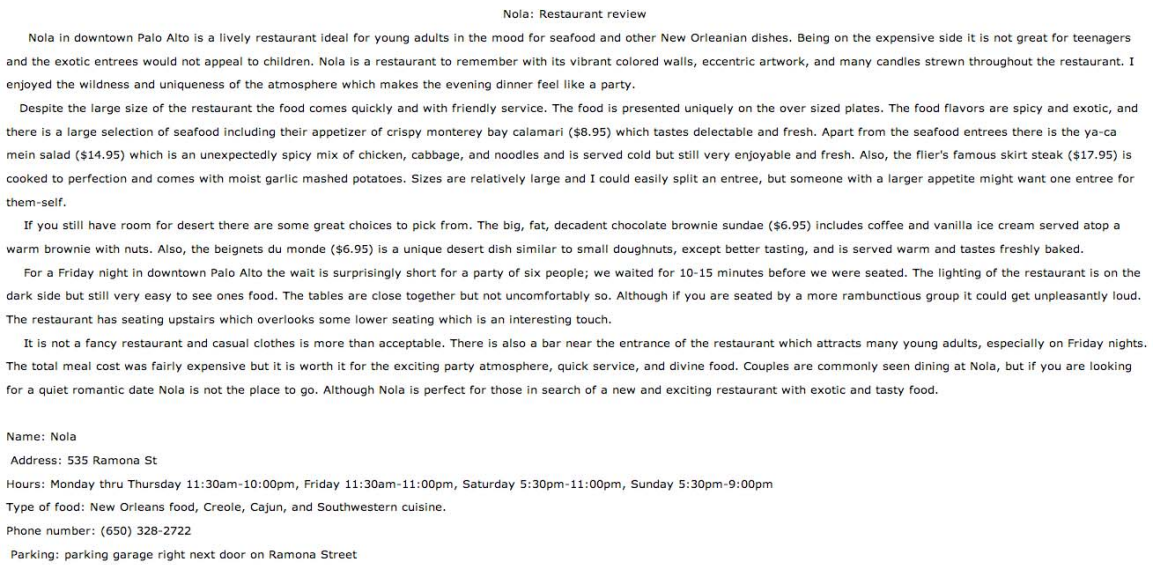
Name: Nola

~~Nola located at 535 Ramona Street is a lively restaurant ideal for young adults in the mood for seafood and other New Orleans dishes. Being on the expensive side it is not great for teenagers and the exotic entrees would not appeal to children. Nola is a restaurant to remember with its vibrant colored walls, eccentric artwork, and many candles strewn throughout the restaurant. I enjoyed the wildness and uniqueness of the atmosphere which makes the evening dinner feel like a party.~~ Address: 535 Ramona St

Despite the large size of the restaurant the food comes quickly and with friendly service. The food is presented uniquely on the oversized plates. The food flavors are spicy and exotic, and there is a large selection of seafood including their appetizer of crispy monterey bay calamari (7.95). Some of the non-seafood appetizers include the bbq chicken quesadilla ($7.95) and the grilled jerk chicken and skirt steak skewers (8.95) which are delicious. Apart from the seafood entrees there is the ya-ca mein salad (14.95) which is an unexpectantly spicy mix of chicken, cabbage, and noodles and is served cold but still very enjoyable and fresh. Also, the flier's famous skirt steak (17.95) is cooked to perfection and comes with moist garlic mashed potatoes. Sizes are relatively large and I could easily split an entree, but someone with a larger appetite might want one entree for themself. Hours: Monday thru Thursday 11:30am-10:00pm, Friday 11:30am-11:00pm, Saturday 5:30pm-11:00pm, Sunday 5:30pm-9:00pm

~~If you still have room for desert there are some great choices to pick from. The big fat decadent chocolate brownie sundae (6.95) includes coffee and vanilla ice cream served atop a warm brownie with nuts. Also, the beignets du monde (6.95) is a unique desert dish similar to small doughnuts, except better tasting, and is served warm and tastes freshly baked~~ Type of food: New Orleans food, Creole, Cajun, and Southwestern cuisine.

4. When your student is ready to print, he or she should click on the "Print" link. This is what the document looks like when it is ready to print. Notice that none of the comments or edits appear when the essay is printed.



Nola: Restaurant review

Nola in downtown Palo Alto is a lively restaurant ideal for young adults in the mood for seafood and other New Orleanian dishes. Being on the expensive side it is not great for teenagers and the exotic entrees would not appeal to children. Nola is a restaurant to remember with its vibrant colored walls, eccentric artwork, and many candles strewn throughout the restaurant. I enjoyed the wildness and uniqueness of the atmosphere which makes the evening dinner feel like a party.

Despite the large size of the restaurant the food comes quickly and with friendly service. The food is presented uniquely on the over sized plates. The food flavors are spicy and exotic, and there is a large selection of seafood including their appetizer of crispy monterey bay calamari ($8.95) which tastes delectable and fresh. Apart from the seafood entrees there is the ya-ca mein salad ($14.95) which is an unexpectedly spicy mix of chicken, cabbage, and noodles and is served cold but still very enjoyable and fresh. Also, the flier's famous skirt steak ($17.95) is cooked to perfection and comes with moist garlic mashed potatoes. Sizes are relatively large and I could easily split an entree, but someone with a larger appetite might want one entree for them-self.

If you still have room for desert there are some great choices to pick from. The big, fat, decadent chocolate brownie sundae ($6.95) includes coffee and vanilla ice cream served atop a warm brownie with nuts. Also, the beignets du monde ($6.95) is a unique desert dish similar to small doughnuts, except better tasting, and is served warm and tastes freshly baked.

For a Friday night in downtown Palo Alto the wait is surprisingly short for a party of six people; we waited for 10-15 minutes before we were seated. The lighting of the restaurant is on the dark side but still very easy to see ones food. The tables are close together but not uncomfortably so. Although if you are seated by a more rambunctious group it could get unpleasantly loud. The restaurant has seating upstairs which overlooks some lower seating which is an interesting touch.

It is not a fancy restaurant and casual clothes is more than acceptable. There is also a bar near the entrance of the restaurant which attracts many young adults, especially on Friday nights. The total meal cost was fairly expensive but it is worth it for the exciting party atmosphere, quick service, and divine food. Couples are commonly seen dining at Nola, but if you are looking for a quiet romantic date Nola is not the place to go. Although Nola is perfect for those in search of a new and exciting restaurant with exotic and tasty food.

Name: Nola

Address: 535 Ramona St

Hours: Monday thru Thursday 11:30am-10:00pm, Friday 11:30am-11:00pm, Saturday 5:30pm-11:00pm, Sunday 5:30pm-9:00pm

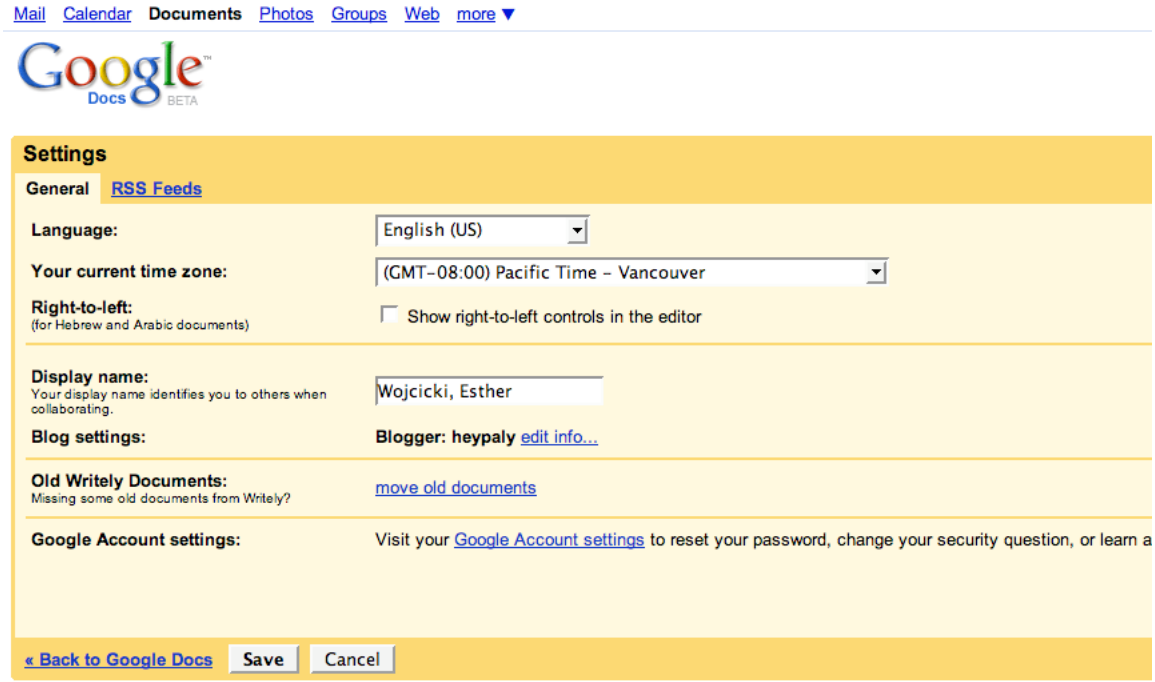
Type of food: New Orleans food, Creole, Cajun, and Southwestern cuisine.

Phone number: (650) 328-2722

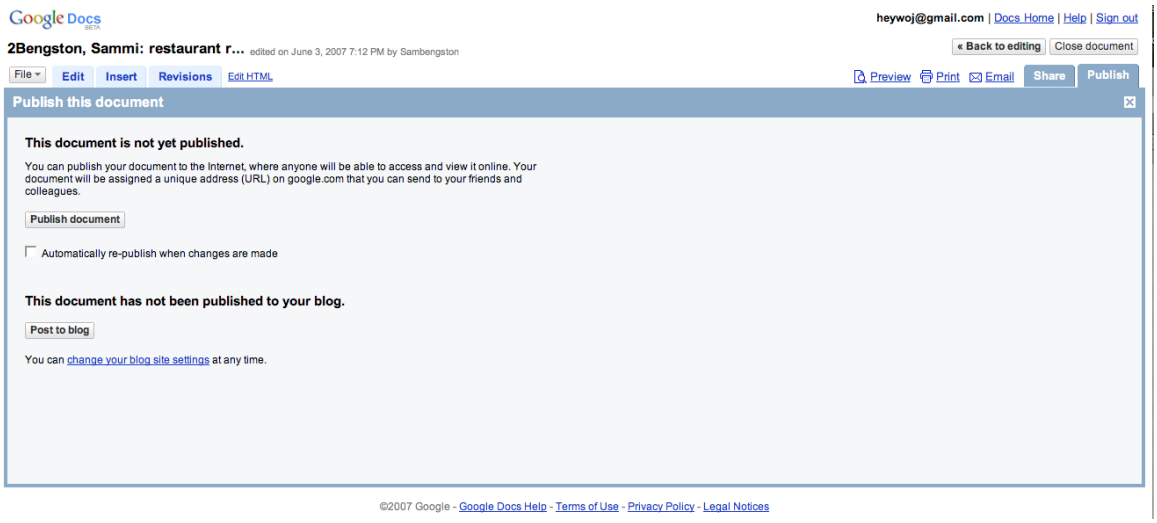
Parking: parking garage right next door on Ramona Street

5. Helpful Hints for using Google Docs. Comments feature:

- To help identify students easily, ask them to change their display name to Last Name, First Name. Otherwise, you will have to figure out who is who with names like "boogliewoogliebear." Click on the Settings link from the Docs home page:



- To get students really excited about their work, tell them you are going to publish it on the web. Whether they have two readers or 1,000 readers, they will work harder on their article because they know there is a real audience out there. Publishing from Docs is easy. Just click on the **Publish** button.



Then copy the URL and paste it into an email or Web page to link to the article on Google Docs.